EMAIL NOTIFICATIONS

Self Service Time Entry and Business Expense Notification Email Request and Administrator Set-up

A step by step guide for setting up, maintaining, and completing Self Service email notifications.

Audience: Agency Payroll and administrator staff **Updated:** August 2026

Why This Matters

Agencies may elect to receive notification emails for Self Service Time Entry and Self Service Business Expenses whenever an employee marks their Time Entry timesheet and/or Business Expenses complete.

- If elected, email notifications will be sent to the primary manager alone, and/or the administrator.

Before You Begin

- ✓ Determine the department ID your agency would like for these notifications.
- ✓ Determine if your agency would like the notification emails sent to the manager only, or to the manager and administrator.

The email notification options for Self Service Time Entry are:

- Manager receives an email when the employee marks their timesheet complete. **Or**
- Manager receives an email when the employee marks their timesheet complete. The payroll administrator receives an email when the manager marks the department ID as 'Ready To Load'.

The email notification options for Self Service Business Expenses are:

- Manager receives an email when the employee marks their business expense complete. **Or**
- Manager receives an email when the employee marks their business expense complete. The business expense administrator receives an email when the manager marks the business expense as approved.

Verify the business email address has been entered in SEMA4 for specified employees, manager, and if applicable, the administrator for the department ID.

To Request Email Notifications

Contact MMB Statewide Payroll Services with your department ID and specified manager and/or administrator to request your options be enabled in SEMA4.

Request type	Contact
Time Entry	Contact Jody Dahl at MMB Statewide Payroll Services by email jody.dahl@state.mn.us or 651-201-8206 with the department ID and specified manager and/or administrator options for the request.
Business Expenses	Contact Courtney Salmon at MMB Statewide Payroll Services by email courtney.salmon@state.mn.us or 651-259-3774 with the department ID and specified manager and/or administrator options for the request.

Identify the Self Service Time Entry Administrator and/or Business Expense Administrator

Once your options have been enabled by MMB Statewide Payroll Services you will need to set-up your options in SEMA4.

1. To set-up these options, go to: https://www.mn.gov/adminportal > **SEMA4 > Payroll > Other > Self-Service Security**.

2. In the **Set ID** field, enter the Department ID or select the **Look Up Set ID** button and select the department from the list.

3. Select the **Search**.

4. Select the Department ID from the list of search results.

5. This will need to be done for each department.

6. On the Self-Service Manager Access by Business Process page, locate the **Business Process** field. The available options on the dropdown menu are Time Entry or Business Expenses depending on what your agency has requested.

   If you have elected both notifications, you will need to designate an administrator in both records.

7. Enter the employee ID of the administrator in the **Payroll Administrator** field.

> **Note:** You must enter an administrator ID on every row. If you only have one administrator, you must enter the administrator's employee ID on every row. You may enter more than one administrator, but there may only be as many administrators as there are managers.

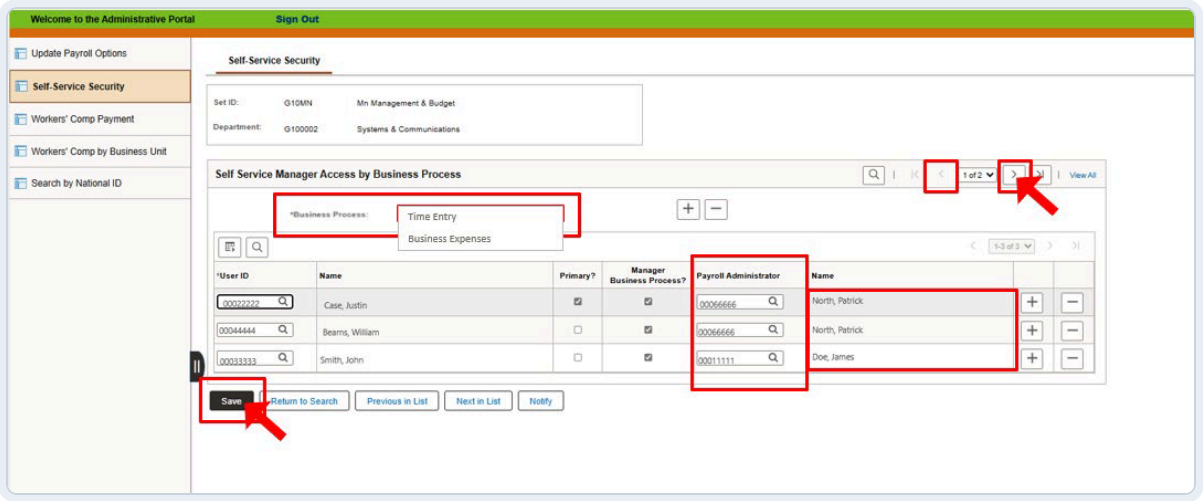

Figure 1. Enter a Payroll Administrator on every row, save, then use the arrows to move to the next Business Process.

8. Once you have filled out each line with an administrator, select **Save**.

9. Using the left and right arrows, select the next 'Business Process' and repeat the actions to save an administrator.